

Accounting Month End Checklist

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2			
3	Duties / Tasks	Chapter	Checklist
4	Enter all bills		✓
5	Enter any vendor credits		
6	Pay all bills		
7	Enter any manual checks		
8	Enter all online banking payments		
9	Enter all bank drafts		
10	Enter payroll		
11	Pay any payroll liabilities		
12	Enter any invoices required		
13	Enter all donations		
14	Enter any other receipts		
15	Record postage expense		
16	Enter credit card charges		
17	Reconcile credit card bill		
18	Reconcile bank account to statement		
19	Charge prepaid expenses		
20	Review Receivable Aging Report		
21	Review Payable Aging Report		
22	Review Statement of Financial Position		
23	Review Statement of Activities by Class		
24	Review Income Statement Comparison to Budget		

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S Ben Porath



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